

U.S. Dept. Agr.
EXTENSION SERVICE

CHECK SHEET FOR COUNTY EXTENSION WORKERS
ANNUAL NARRATIVE REPORTS WHICH MIGHT BE
USED OR ADAPTED FOR USE IN A STATE

1. Is there a statement of the situation which prevailed in the county? Yes___ No___
 2. Does the report indicate how the situation has influenced progress? Yes___ No___
 3. Does the report give definite accomplishments (figures in grand totals) in major activities supported by objective evidence? Yes___ No___
 4. Does the report give figures in grand totals (activities or teaching methods)? Yes___ No___
 5. Does the report show how the work was carried on - how teaching methods were used? Yes___ No___
 6. Does the report show progress toward objectives? Yes___ No___
 7. Does the report give accomplishments also, not adapted to objective measurements? Yes___ No___
- Does the report show the significance of the year's progress and accomplishments in terms such as:
8. Better agriculture? Yes___ No___
 9. Better homemaking? Yes___ No___
 10. Improved boys and girls? Yes___ No___
 11. Better rural living? Yes___ No___
- Does the report indicate the cooperation with:
12. Other Extension workers? Yes___ No___
 13. Other public agencies (or organizations within county) Yes___ No___
 14. Commercial interests? Yes___ No___

413(4-48)

NOV 1 1948

15. Local leaders or rural people - - - - - Yes___ No___
16. Does the report indicate how the next year's work can
be strengthened in light of the current year's
experience? - - - - - Yes___ No___
17. Does the report indicate analysis of results? - - - - - Yes___ No___
18. Are trends shown by comparing figures with those of
previous years? - - - - - Yes___ No___
19. Are significant individual or human interest stories
or success stories included? - - - - - Yes___ No___

MECHANICAL MAKE-UP OF NARRATIVE REPORT

1. Is interesting newspaper style used? - - - - - Yes___ No___
2. Are there headings and sub-headings? - - - - - Yes___ No___
3. Are there short paragraphs? - - - - - Yes___ No___
4. Are there good margins? - - - - - Yes___ No___
5. Are statements concise, definite? - - - - - Yes___ No___
6. Are pictures used? - - - - - Yes___ No___
7. Do the pictures tell a story? - - - - - Yes___ No___
8. Are descriptive legends included with pictures? - - - - - Yes___ No___
9. Are a few outstanding circulars included? - - - - - Yes___ No___
10. Are a few newspaper clippings included? - - - - - Yes___ No___
11. Are actual figures used in the report instead of such
words as "few," "several," or "great number?" - - - - - Yes___ No___
12. Is there a title page? - - - - - Yes___ No___

Does the title page give:

13. Name of county and State? - - - - - Yes__ No__
14. Date of report? - - - - - Yes__ No__
15. Names of persons writing this report? - - - - - Yes__ No__
16. Is there a table of contents? - - - - - Yes__ No__
17. Is there a summary sheet giving high lights of
accomplishments? - - - - - Yes__ No__

Rating of report:

For content of report /1

Excellent____; Good____; Fair____; Poor____.

For mechanical make-up of report /2

Excellent____; Good____; Fair____; Poor____.

/1 If all 17 items are checked "yes", rate report "Excellent."

If at least 14 items are checked "yes" rate report "Good."

If at least 10 items are checked "yes", rate report "Fair."

If less than 10 items are checked "yes", rate report "Poor."

/2 If all 17 items are checked "yes", rate report "Excellent."

If at least 14 items are checked "yes", rate report "Good."

If at least 10 items are checked "yes", rate report "Fair."

If less than 10 items are checked "yes", rate report "Poor."

This check sheet is experimental and we welcome suggestions.

1870

1. The first of the year was a very dry one, and the crops were much injured by the drought. The weather was very hot, and the ground was very hard. The crops were much injured by the drought, and the weather was very hot. The ground was very hard, and the crops were much injured by the drought.

2. The second of the year was a very wet one, and the crops were much injured by the rain. The weather was very cold, and the ground was very soft. The crops were much injured by the rain, and the weather was very cold. The ground was very soft, and the crops were much injured by the rain.

3. The third of the year was a very dry one, and the crops were much injured by the drought. The weather was very hot, and the ground was very hard. The crops were much injured by the drought, and the weather was very hot. The ground was very hard, and the crops were much injured by the drought.

4. The fourth of the year was a very wet one, and the crops were much injured by the rain. The weather was very cold, and the ground was very soft. The crops were much injured by the rain, and the weather was very cold. The ground was very soft, and the crops were much injured by the rain.